



QUALITY ASSURANCE PROJECT PLAN FOR
(Fill in project title)

STATE FISCAL YEAR FY (fill in date)

Prepared by the
Missouri Department of Natural Resources
(fill in division name)
(fill in program name)

Missouri Department of Natural Resources
P.O. Box 176
Jefferson City, MO 65102-0176

Template for QAPPs

2.1 GROUP A: PROJECT MANAGEMENT

2.1.1 TITLE AND APPROVAL SHEET

(fill in title of project)

Missouri Department of Natural Resources

(fill in division and program)

Approving Officials:

Division Quality Assurance Manager

Date

Environmental Services Program Director

Date

(fill in program) Director

Date

(fill in program) Project Officer

Date

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2.1.3 DISTRIBUTION LIST

List the names/titles/organization of individuals receiving a hard copy or electronic version of the project plan, as well as any subsequent revisions.

2.1.4 PROJECT/TASK ORGANIZATION

This section should include a list of individuals and organizations involved with the project, identifying their roles and responsibilities, documentation of the project QA manager's independence, identification of the individual responsible for maintaining the official, approved QA project plan, and an organizational chart showing relationships and lines of communication among project personnel.

2.1.5 PROBLEM DEFINITION/BACKGROUND

This section includes a statement of the specific problem to be solved, decisions to be made, or the outcome to be achieved. It should include any background information relevant to the project.

2.1.6 PROJECT/TASK DESCRIPTION

This section should include a summary of the work to be performed and resulting products, as well as a project schedule, and appropriate maps, tables, etc., showing geographic locations (these maps, charts, tables, etc., may be included as appendices or attachments and duly noted in this section's narrative, i.e. "refer to appendix II for a site map").

2.1.7 QUALITY OBJECTIVES AND CRITERIA FOR MEASUREMENT DATA

Include any outputs from the systematic planning process (e.g. DQOs) used to design the study, and any measurement performance or acceptance criteria established as part of the study design. These relate the quality of data needed to the established limits on the chance of making a decision error or of incorrectly answering a study question.

2.1.8 SPECIAL TRAINING/CERTIFICATION

Any specialized training or certifications necessary to perform the activities required by the QA project plan should be listed in this section, as well as plans for providing, documenting and assuring this training takes place.

2.1.9 DOCUMENTS AND RECORDS

Determine how the most current approved QA project plan will be distributed to project staff. List any records to be included in the data report package as well as any other project documents to be produced. Include information on the final disposition of records and documents, including location and retention schedules.

2.2 GROUP B: DATA GENERATION AND ACQUISITION

2.2.1 SAMPLING PROCESS DESIGN

This section includes the project's experimental design, describing the project's data collection. Keys to this element are the assumptions made and how the data will be obtained.

2.2.2 SAMPLING METHODS

A description of the sample/data collection procedures, a list of equipment needed, identification of performance requirements and any corrective actions to be taken if problems arise should be noted in this section.

2.2.3 SAMPLE HANDLING AND CUSTODY

The sample handling and transfer requirements, as well as sample disposal, should be identified here.

2.2.4 ANALYTICAL METHODS

Describe the analytical methods to be used for this project, identify any performance criteria, and include the corrective action process that will be used when problems arise.

2.2.5 QUALITY CONTROL

This section should list the QC activities needed for sampling, analytical or measurement techniques, along with their frequency. A description of the control limits for each QC activity and corrective actions when those limits are exceeded should be included. Any applicable statistics to be used should be added in this section.

2.2.6 INSTRUMENT/EQUIPMENT TESTING, INSPECTION AND MAINTENANCE

List the equipment and/or systems used needing periodic maintenance, testing, or inspection, and the schedule for each. Describe how inspections and periodic preventive maintenance procedures will be performed and documented.

2.2.7 INSTRUMENT/EQUIPMENT CALIBRATION AND FREQUENCY

Include all project tools, gauges, instruments, and other sampling, measuring, and test equipment which should be calibrated. Describe the calibration method and identification of any certified equipment and/or standards to be used. Detail how the calibration records will be maintained and traceable to the instrument/equipment.

2.2.8 INSPECTION/ACCEPTANCE OF SUPPLIES AND CONSUMABLES

List the project supplies and consumables that may directly or indirectly affect the quality of the results, and their associated acceptance criteria, as well those individuals responsible for them.

2.2.9 NON-DIRECT MEASUREMENTS

Describe the intended use for this data, including the identifying of any existing data obtained from non-measurement sources such as literature files and historical databases. Include in the description the acceptance criteria and any limitation for using such data.

2.2.10 DATA MANAGEMENT

This section gives an overview of the management of the data generated throughout this project.

2.3 GROUP C: ASSESSMENT AND OVERSIGHT

2.3.1 ASSESSMENTS AND RESPONSE ACTIONS

Provide information concerning how a project's activities will be assessed during the project to ensure that the QA project plan is being implemented as approved.

2.3.2 REPORTS TO MANAGEMENT

Note how management will be kept informed of the project oversight and assessment activities and findings.

2.4 GROUP D: DATA VALIDATION AND USABILITY

2.4.1 DATA REVIEW, VERIFICATION AND VALIDATION

State the criteria for deciding to accept, reject or qualify project data in an objective and consistent manner.

2.4.2 VERIFICATION AND VALIDATION METHODS

This section describes and identifies the methods or processes for verifying and then validating the information generated by this project.

2.4.3 RECONCILIATION WITH USER REQUIREMENTS

Use this section to describe how you will evaluate the validated data to see if it answers the original questions asked, i.e. the measurement quality objectives or data quality objectives. This is the final assessment of the data quality and the culmination of the entire QA process for the project.

APPENDIX A: LISTING OF STANDARD OPERATING PROCEDURES

A current listing of the department's Standard Operating Procedures (SOP) are available on the Environmental Services Program (ESP) intranet page, or from the ESP Quality Assurance Project Plan Coordinator.

APPENDIX B: LISTING OF ACRONYMS

Certain acronyms used in the QA project plans are specific to that project, and may be unfamiliar to some individuals who will use this document. A listing of those acronyms is a helpful tool.

APPENDIX C: ORGANIZATIONAL CHART

In section 2.1.4 it notes that an organizational chart is one of the components to be included in the Project/Task Organization. This appendix should be referenced in that section.

APPENDIX D: GLOSSARY OF QUALITY ASSURANCE AND RELATED TERMS

This should include terms used in this document and their definitions as they relate to this document only.

APPENDIX E: ANALYTICAL REQUIREMENTS

Include the required analytical requests for the QA project plan